

INSPECTOR GENERAL

84-381

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Permanent Retention of Map Negatives

FROM

Director of Information Services  
1206 Ames

EXTENSION

NO.

OIS 84-270

DATE

5 June 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Chairman  
Fine Arts Commission

RECEIVED

FORWARDED

New Folder, please

done  
Jed - 7/15/84

File FAC

Antique Maps in First Floor  
Elevator Areas

4.

5.

6.

7.

8.

9.

10.

11.

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13.

14.

15.

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

GPO : 1983 O - 411-632

84-381

OIS Registry

84-270

5 JUN 1984

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM: [REDACTED]

Director, Office of Information Services

SUBJECT: Permanent Retention of Map Negatives

REFERENCE: Your memo, same subject, dated 3 May 1984

Bruce:

1. I appreciate your concern for the preservation and retrievability of the antique map negatives used for the wall coverings in Headquarters building. We are, of course, pleased to be able to assist you in this matter and hope that the procedures outlined below will satisfy your requirements.

2. A member of my staff has discussed the retention of these negatives with Cartography and Design Group, Office of Current Production and Analytic Support (CPAS). They indicated that CPAS has no further need for these negatives and are willing to transfer custody to the Fine Arts Commission (FAC). This would give you complete control of these negatives and ensure their availability when needed.

3. If this arrangement is agreeable to you, we will work with [REDACTED] Logistics Services Division, Office of Logistics (OL), and the OL Records Management Officer (RMO) to transfer the negatives now being processed for FAC by Printing and Photography Division, OL, and the remaining negatives held by CPAS to a special deposit in the Agency Archives and Records Center. Once this transfer is completed, all requests for these negatives should be made through the OL/RMO.

4. I would like to emphasize that these negatives are not official government records and are not covered by an approved records control schedule. However, because of their importance to the Fine Arts Commission, we can provide for their long-term retention at the Agency Archives and Records Center until the FAC decides they are of no further value.

5. Any questions concerning the transfer of these negatives should be directed to [REDACTED] Information Resources Management Division, OIS, on extension [REDACTED]

cc: D/CPAS

MEMORANDUM FOR: D/CPAS

You are probably unaware of the fact that among the materials which CPAS has in the Agency Archives are some enormous negatives which were used to print the maps for the walls near the elevators on the ground floor of this building. We are currently using some of these to make replacements for portions of the map of Paris in the B Corridor. The existing wall covering has been partially damaged and has yellowed from the attempts made to repair it. In the attached memorandum to the Director of Information Services, I am requesting that the Archives mark these negatives to clearly indicate FAC interest in their permanent retention. I trust this will not pose any problems for you; if some other way of protecting this material appeals to you, I am open to any suggestions you may have.

Date 3 May 1984

FORM 101 USE PREVIOUS  
5-75 EDITIONS

STAT

3 May 1984

MEMORANDUM FOR: Director of Information Services

FROM:

Chairman, Fine Arts Commission

SUBJECT: Permanent Retention of Map Negatives

Ben:

1. The Agency Archives currently contain, as part of the holdings of the Office of Current Production and Analytic Support, some large (ca. 30" x 40") negatives of antique maps. These were used to make the attractive wall coverings which grace the ground floor walls near the elevators. They are something of an Agency treasure, and I would like to arrange for some form of special handling so as to ensure against their inadvertent loss.

2. The FAC recently undertook to replace some sections of the map of Paris in "B" corridor. We were fortunate in having someone available who had knowledge of the negatives and was thus able to track them down for us. It was a bit unsettling, however, to discover how tenuous was our link to materials which are so important to the preservation of the decor of our Headquarters Building.

3. We are making note of the numbers under which the negatives are stored, and I will notify CPAS of our continuing interest. It occurs to me that it might also be advantageous if the storage container could be marked to show a clear FAC interest in the permanent retention of the negatives, so as to ensure that the Commission will be consulted before any decision is made to dispose of the negatives.

4. The following nomenclature is used to identify the negatives:

050091	T	UK	- London 1747
050092	T	France	- Paris 1764
050093	T	Italy	- Rome 1705
050205	T	USSR	- St. Petersburg-Leningrad-1750

5. We will appreciate your assistance in devising some way to ensure the availability of these negatives for the future use of the FAC.

cc: D/CPAS

FAC

(3 May 1984)

ADMINISTRATIVE - INTERNAL USE ONLY

Orig - addressee  
 1 - FAC Files

27 APR 1984

STAT

MEMORANDUM FOR:

FROM:

Interior Design Consultant, OL

SUBJECT:

Proposed Memo to Archives

1. Please record the necessity of permanently retaining the following map negatives held for the Office of Current Production and Analytic Support:

050091	T	UK	- London 1747
050092	T	France	- Paris 1764
050093	T	Italy	- Rome 1705
050205	T	USSR	- St. Petersburg-Leningrad-1750

2. These negatives are essential to the preservation of the decor of Headquarters Building. They represent invaluable research, planning, detailing and history of Fine Arts Commission efforts for the Headquarters Building.

STAT